

The deadline for submission of papers is March 11, 2024 at 11:59 p.m. Those received after that date will be rejected.

We recommend that you submit your abstracts well in advance. An Acknowledgment of Receipt of each abstract received after receipt of the work will be sent to the sender's e-mail, which is essential to certify the receipt of the same. The Acknowledgment of Receipt will indicate the Registration Number of the Communication. If you do not receive this email or for any change or modification, you can contact the Congress Secretariat by email [abstractsepc@cyex.es](mailto:abstractsepc@cyex.es)

### **Changes and fixes**

Once the communication has been sent, no modification can be made through the website, so you must contact the email address [abstractsepc@cyex.es](mailto:abstractsepc@cyex.es) directly to make its correction.

### **Withdrawal of an abstract**

If none of the authors can present the abstract at the Congress, it should be withdrawn.

### **Evaluation**

The Scientific Committee will evaluate the submitted abstracts and determine their acceptance or rejection, as well as the format of presentation, oral or poster. In addition, you will select a series of Posters that will be presented orally.

Once the selection has been made by the Scientific Committee, the notification of acceptance or rejection will be sent by e-mail in mid April, to the e-mail address indicated for correspondence.

### **Step 1: Overview**

#### **Title**

Write a short title that clearly states the nature of the study. Use sentence formatting, using only capital letters for the first letter of the title. Do not include abbreviations, symbols, or underline. The maximum title size is 300 characters.

### **Step 2: List of authors and centers**

The person who submits the paper, corresponding author, must be included in the list of authors and as a rule will appear as the first author/speaker, although he/she may later change his/her position in the list of authors with the arrows intended for this purpose.

#### **Surname and first name**

Please indicate the full name and surname of the authors of the communication. The names of the authors and their order will be published in the Final Program as they appear in this form. Please ensure that the information given by each author is correct, as no changes will be possible after the abstract is submitted.

#### **Author Center**

Each time you create an author, you will need to enter a center. Once you have entered the name of the town where the centre is located, a list of centres will appear from which you must select the corresponding one. If your center is not on this list, you have the possibility to create it using the button "Can't locate the center? Create a new one."

Once you have selected the center, you must click on the "Add Author" button.

### **Step 3: Content of the communication**

The maximum text size is 350 words/2500 characters, including spaces. Do not cut or paste symbols into the text.

The abstract must be formatted as body text and organized into Introduction, Patients/Methods, Results and Conclusion/Discussion.

### **Step 4: Preview & Submit**

Please read your abstract carefully before submitting it, as you will not be able to make any changes once submitted and, if accepted, it will be published as submitted.

*Important: Don't forget to click the "Submit" button to validate your communication. Abstracts that appear in draft status after the submission deadline will not be considered as submitted and therefore will not be evaluated.*

### **REVIEW AND SELECTION OF PAPERS**

The Scientific Committee will evaluate the submitted abstracts and determine their acceptance or rejection.

Once the selection has been made by the Scientific Committee, in mid April, notifications of acceptance or rejection of the Communications will be sent to the addresses indicated for correspondence, with an indication of the presentation times. No rescheduling or change will be possible

#### **Free Communications Accepted:**

Having your abstract selected means recognition and visibility. Once selected, your scientific work will have the chance to reach a large international audience and will provide you with the opportunity to engage in scientific exchange and get insightful feedback. In addition, selected abstracts will be published in Pancreatology.

Submitting an abstract is completely free of charge. You only need to register for the congress after your abstract has been accepted.